



# COUNTY OF HUMBOLDT

For the meeting of: 8/18/2020

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File #: 20-944

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**To:** Board of Supervisors

**From:** Human Resources

**Agenda Section:** Consent

**SUBJECT:**

Awarding of a Professional Services Agreement with Express Employment Professional for Temporary Staffing Services

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve and authorize the Chair of the Board to Sign the Professional Services Agreement between the County of Humboldt and Express Services, Inc DBA Express Employment Professionals in an amount not to exceed \$200,000.00 over the three-year term; and
2. Authorize the Director of Human Resources to sign all amendments that do not increase the not to exceed amount.

**SOURCE OF FUNDING:**

All Department Budgets

**DISCUSSION:**

On January 9, 2020, the Human Resources Department issued Request for Proposal (RFP) HR2020-100 soliciting proposals for Temporary Staffing Services to meet immediate and/or short-term temporary help needs. California code authorizes contracts with staffing firms for temporary workers to assist county agencies, departments, or offices during peak workloads, temporary absences, or emergencies, not resulting from labor disputes.

RFP HR2020-100 was developed and issued by Human Resources with the intent of centralizing the use of temporary staffing services county-wide while also obtaining the best services and maximizing the use of public funds. Temporary staffing services have been used by county departments in the past on an as needed basis without a centralized agreement or selection process in place.

Given the current circumstances with the COVID-19 public health emergency, the issuance of this RFP is timely as the county is now presented with the potential need to obtain temporary workers more rapidly. The county currently employs temporary workers known as Extra Help employees, but these employees still need to be sought out and complete any pre-employment screening before beginning to

work. This can create a significant delay in some cases. Per this proposed agreement, Express Employment Professionals would complete all the necessary pre-employment screening required. This would allow county department to quickly obtain temporary workers in scenarios such as the COVID-19 public health emergency.

Based upon the Evaluation Criteria outlined in Section 8 of RFP HR2020-100, Express Employment Professionals' proposal was the highest ranking (and only) proposer with an average score of 95 out of 100.

FINANCIAL IMPACT:

The financial impact is unknown at this time as departments will utilize these services on an as needed basis. The amount of \$200,000.00 over the three-year term of this proposed Professional Services Agreement was determined based upon the amount spent on temporary staffing services county-wide over the last three years.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by managing our resources to ensure sustainability of services and providing community-appropriate levels of service.

OTHER AGENCY INVOLVEMENT:

All County Departments

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board of Supervisor may choose not to approve a Professional Services Agreement with Express Employment Professionals. This is not recommended as county departments will continue to utilize these services without the vetting of the RFP process, which may result in increased cost for the same level of service.

ATTACHMENTS:

1. Professional Services Agreement with Express Service, INC. DBA Express Employment Professionals
2. RFP HR2020-100
3. RFP HR2020-100 Temporary Staffing - ADDENDUM #1
4. RFP HR2020-100 Questions and Answers
5. Express Services Inc Proposal- Redacted

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A